



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

01477 535825

E-Mail: clerk@goostreyparishcouncil.gov.uk

24th February 2023

DOCUMENT PACK FOR GOOSTREY PARISH COUNCIL MEETING ON 28th FEBRUARY

AGENDA

1. **Declarations of Interest:** To receive and minute any Declarations of Interests.
2. **Apologies for Absence:** To receive apologies for unavoidable absence.
3. **Minutes:** To accept the minutes from the Parish Council meeting on 24th January 2023 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 24th January 2023](#)

Motion: The Parish Council resolves to accept the minutes of the Parish Council meeting held on 24th January 2023.

4. **Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.
5. **Committee Matters:** To receive reports from the Parish Council Committees:
 - a) Staff Committee Minutes 22nd February 2023. **Draft minutes to follow.**

Motion: The Parish Council resolves to accept the minutes of the Staff Committee meeting of 22nd February 2023 and all the decisions therein.

- b) To receive a report from Cllr. Beckham following the January meeting of the VHPFF.
 - c) To receive and note the contents of the Environmental Improvements monitoring document. **See page 4**
6. **Planning Matters:**
 - a) To receive and agree a response to the following planning applications:
[23/0365C](#) LAND OCCUPIED BY TELECOMS MAST AND ANCILLARY EQUIPMENT, STATION ROAD, GOOSTREY. Take down and remove existing telecoms mast and ancillary equipment. replacement with light industrial / commercial unit and associated offices. Comments deadline 16th March 2023.
[23/0616C](#) Cottage In The Field, 18, MAIN ROAD, GOOSTREY, CW4 8LL. Construction of two storey side extension and single storey rear extension. Comments deadline 16th March 2023.
 - b) To review any response from Cheshire East Council to the Parish Council's official complaint regarding the erroneous approval of planning application 21/2569C 61A Main Road, Goostrey and agree any actions.

7. **Financial Payments:** To approve payments in Schedule 02/23. **Includes:** Salaries & expenses. **See page 5**
Motion: The Parish Council approves the payments listed on Schedule 02/23.
8. **Clerk's Report:** Including actions from the Last Meeting and Correspondence. **See page 6**
9. **Highways & Speedwatch:**
 - a) **Speedwatch Report** – To receive the Speedwatch Report. **See page 7**
 - **SDU at Shearbrook, Main Road - Summary Report.** **See page 8**
 - b) **Footpath outside 77 Main Road** – To receive the indicative quote for the production of a Road Safety Audit and agree any actions. **See page 9**
10. **Police Matters:** To consider any matters related to local policing.
11. **Election:** To receive an update on the election timetable.
12. **Insurance Quotes:** To receive quotes for Parish Council insurance for 2023/24 and appoint an insurer. **See page 10**
13. **To consider a request from Goostrey Community Primary School for the Parish Council to assist with funding replace the school steps.**
14. **Grants and Donations - To receive and consider approval of the following applications:**
 - a) **Jodrell Side WI and Goostrey Arts Studio** – **See page 27**
 - b) **Goostrey Garden Party** – **See page 28**
 - c) **Goostrey Community Shed** – **See page 30**
15. **Zero Tolerance Policy:** To approve the introduction of a Zero Tolerance Policy. **See page 38**
Motion: The Council resolves to adopt the Zero Tolerance Policy.
16. **Coronation Plans:** To note the following activities and events taking place to mark the Coronation of King Charles III:
 - **Commemorative Mug Presentation to Pre-School and Primary School pupil** – **Friday 5th May**
 - **Coronation Tree Lighting** – **Beech tree on the Bogbean to be lit with gold filter on uplighters.** – **Saturday 6th May.**
 - **Coronation Church Service** – **Sunday 7th May, 10am at St. Luke's**
 - **Coronation Wall Hanging** – **Monday 8th May**
17. **Newsletter:** To note that the next newsletter will be distributed at the beginning of April so any request for items to be included or submission of articles will be required by 20th March.
18. **Minor items and items for the next agenda.**
19. **Date of Next Meeting – Tuesday 28th March 2023**

PART TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

Motion: The Parish Council resolves to move to Part Two to discuss a confidential land proposal.

20. Land Proposal

Close meeting

ENCLOSURES

Item 5c Committee Matters

Goostrey Parish Council – Amenities Committee - Environmental Improvements Project

Programme Monitor

Location	Scope Prepared by Working Group	Scope Reviewed & Approved by Amenities Committee	Quotations Invited	Quotation Accepted by Amenities Committee	Start on Site	Completion	Comments
1.Church Bank	12/10/21	11/01/23					Pattern of bollards revised post meeting
2.Main Road/Boothbed Lane Junction	12/10/21	12/01/22	04/10/2022	25/10/2022	06/01/2023	08/02/2023	Awaiting Bee motif
3.Primrose Chase	12/10/21	11/01/23					
4.Station Area	12/10/21	11/01/23					
5.Shearbrook Bank	12/10/21	12/01/22	16/02/2022	07/09/2022		22/12/2022	
6.Boothbed Lane Green	12/10/21	11/01/23					
7.Outside Newsagents, Main Road	12/10/21	11/01/23					
8.Bogbean	12/10/21	11/01/2023	30/01/2023				

EB/TR10/02/23 (updated)

Item 7 Payment Schedule

ITEM 02.23.07 FINANCIAL PAYMENTS

Payment Schedule 02/23 February 2023

Payment Date	Payee	Money Out	Description	
03/02/2023	1 Staff Salaries	£1,968.90	Staff Salaries	Paid
03/02/2023	2 HMRC	£230.10	Tax and NI	Paid
06/02/2023	3 Nest	£137.36	Pension Payment	Paid by DD
13/02/2023	4 Vodafone	£19.38	Mobile Phones	Paid by DD
15/02/2023	5 Natwest	£23.60	Bankline Charges	Paid
20/02/2023	6 Plusnet	£52.03	Telephone and Broadband	Paid by DD
03/03/2023	7 LW Weeks	£43.21	Replacement Timer for Christmas Lights	
03/03/2023	8 Civic Voice	£50.00	Annual Membership	
03/03/2023	9 Cartridge Save	£40.04	Printer Ink Cartridges	
03/03/2023	10 Congleton Town Council	£3,943.97	Village Entrance Project Boothbed Lane	
03/03/2023	11 Dash (UK) Ltd	£1,800.00	Coronation Mugs & Presentation Boxes	Paid
03/03/2023	12 Cartridge Save	£33.37	Printer Ink Cartridges	
03/03/2023	13 David Crawford	£80.00	Newsletter Distribution	
03/03/2023	14 The Washing Well	£55.00	Laundering of Table Cloths	
		£8,476.96	inc VAT	

Receipts at 20th February 2023

Village Hall income	£2,179.25
Total Receipts	£2,179.25

Account Balances at 20th February 2023

Current Account	£49,418.87
Santander Capital Account	£77,635.09
Nat Savings General	£71,788.91
TOTAL	£198,842.87

Caxton Card Report 20th February 2023

Transaction Date	Payee	Amount	Description
	Balance brought forward	£270.22	
20/01/2023	1 Tradeprint	£99.80	Newsletter
20/01/2023	2 Tradeprint	£66.36	Play Area Survey
27/01/2023	3 Birch Hosting	£49.39	.gov.uk Email Provider
	Total Spend inc Fees	£215.55	
	Total Fees	£3.00	
	Total Spend inc Fees	£218.55	
	Card Load	£300.00	
	Card Balance at 20th February 2023	£351.67	

Item 08.23.02 Clerk's Report

Actions

- a) Commemorative Coronation mug ordered and arrangements made for presentation to children.
- b) CEC Budget Consultation response submitted.
- c) Council advertisement in Rose Day programme. Enquiry submitted and was advised that last year they'd reduced the size of the Rose Day programme and didn't have any adverts. The committee will soon be meeting to discuss the format for 2023 so will await their decision.
- d) Attended Election Briefing – Key dates and nomination papers now available.

Correspondence

Resident RE: Christmas Lights - Timer
Resident Playground
WILCOX, Taff RE: Case Reference: 22/00763E
St Luke's Re: FW: Plans for the Coronation
VHPFF Parish Council Spring Newsletter
CTS Systems RE: Jobs in Goostrey
Caroline Wightman RE: GoostreyChristmas Lighting Display
NetWise UK Re: .gov.uk email addresses
Wales.OfficeMail Your Ref: None Our Ref: CH712658/F/249/JH
Electionteam.admin [OFFICIAL] RE: Election Timetable
Audlem PC Re: Nat West Bank
Goostrey Primary Head RE: Goosfest - Early Access Date
Resident Goostrey magazine
Stephanie Astbury RE: Installation of Replacement Bench
Resident Re: Rose Day 2023
NetWise UK Re: .gov.uk email addresses
Lorna Charles 77 Main Road, Goostrey, Crewe, Cheshire - Quote for Safety Assessment (TMS)
Goostrey Primary Head RE: Coronation Plans
EVANS, Daniel RE: Planning Application 23/0345D Road Goostrey
Resident Fwd: [OFFICIAL] Application for a Temporary Event Notice - Goostrey Village Hall -
Stephanie Astbury Topple testing
BARNARD, Julie FW: Community Resilience and Emergency Plan
Resident Boothbed Lane Play Area Survey
Resident Boothbed Lane play area survey
alan lewis Re: Village Hall
Karen Kennedy (TWM) FW: New TWM support request from the website
Craig Hodson Neighbourhood Policing Team
Resident Lounge cupboard.
manager@goostreypreschool.org.uk RE: Coronation Plans
EVANS, Daniel RE: Planning Application 23/0345D Holly Bank Farm 65 Main Road Goostrey
Goostrey Primary Admin RE: Main Road, Goostrey - steps
EVANS, Daniel RE: Planning Application 23/0345D Holly Bank Farm 65 Main Road Goostrey
Jo Peters Re: Booking System Demo
PRIVATE & CONFIDENTIAL FAO Cllr O'Donoghue chairman
Resident Bollards

GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT -February 2023 Meeting

Essential training of the new team of volunteers team by the PCSO is currently being planned.

Current Position

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
Lack of Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

Speedwatch Activity Summary GPC Current Year To-date

No Speedwatch sessions have been held in the current year due to lack of volunteers.

For the previous year, Speedwatch sessions resumed on 26th July 2021 having been suspended on 4th November 2020 due Covid 19 issues. Thirty sessions were held. A total of 6505 vehicles were monitored with 162 vehicles logged at 35mph and above. The maximum speed monitored was 43 mph.

SID data demonstrates that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras.

TR 09/02/2023

Main Road Shearbrook SID Summary Data

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
January 2022	33,406	18.0	64.6mph 12 noon	
February 2022	31,623 (NB 28 day month)	33.0	58.4mph 20.00	
March 2022	37,361	21.1	62mph 19.00	
April 2022	34,902	25.0	65.8 mph 08.00	
May 2022	36,845	24.6	67.3 mph 18.00	
June 2022	36,257	24.1	65.4 mph 05.00	
July 2022	35,813	25.0	61.7 mph 1800	
August 2022	27,321	22.0	59.6 mph 18.00	
September 2022	33,858	22.5	70.9 mph 22.00	
October 2022	35,113	21.8	63.4 mph 09.00	
November 2022	34,708	19.5	62.3 mph 09.00	
December 2022	32,614	16.0	68.0 mph 10.00	
January 2023 (1-23 only)	23,700 (equates to 32,000 for whole month)	16.1	63.3mph 18.00	Highest previous Speed 88.3mph 02.00 January 2021

Note for January 2023 data – Device only recording 1-23 January but displaying all of the time. Total number of vehicles is about average at 32,000 vehicles. Approximately 5,100 were travelling at 35 mph and above in the month which gives an average of 165 vehicles per day. 122 vehicles were travelling at speeds over 45mph at peak times of 11.00 and 18.00.

TR 09/02/2023

Dear Emma,

TMS Project Quote Ref: QP23/02

77 Main Road, Goostrey, Crewe, Cheshire

Quote for Safety Assessment

Thank you for your email below and for contacting me for a quotation, much appreciated. I hope you are keeping well.

This is definitely something we can help you with. I have gone through this with my colleague, and we would recommend having a Safety Assessment carried out. Therefore, we could carry out an independent Safety Assessment on the above scheme for a total price of £2,995 + VAT. *This price is fully inclusive of a one person site visit, production of a bespoke safety assessment report together with all travel costs and expenses.* The report would address the items raised/three scenarios detailed in the document you have provided. If you commission us to carry out the work, it would be useful for GPC to have a call with our Engineer to go through the scope of works, before the site visit is carried out.

The timescales for completion are within approximately ten working days (from electronic receipt of all information related to the project).

This quote is valid until 30th June 2023.

If you would like to proceed with this quotation, please can you provide us with a purchase order for the above works. Alternatively please can you inform us of the correct invoicing details for the audit, prior to the work being carried out. Please note that if this work is being carried out for a third party, we will require written acceptance of the fee estimate together with the correct invoicing address and/or purchase order from your client, before we proceed.

I look forward to hearing from you.

Kind regards

Lorna



Lorna Charles
Business Development Manager

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TMS Consultancy
Unit 36, The Business Innovation Centre, Binley Business Park,
Harry Weston Road, Coventry, CV3 2TX

Goostrey Parish Council

Main Road
Goostrey
Crewe
Cheshire East
CW4 8PE

16 February 2023

Quote Reference: LC/GOOS/01623-H1A0

Dear Mrs Emma Bambrook ,

LOCAL COUNCIL INSURANCE QUOTATION

We have pleasure in enclosing your renewal invite and terms for your Local Councils Insurance policy, together with a Schedule of Insurance and Statement of Fact. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Aviva Insurance Ltd
Inception Date:	01 April 2023
Premium:	£978.35
Arrangement Fee:	£25.00 non-refundable in the event of cancellation
TOTAL PREMIUM	£1,003.35

Please note the premium above is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS:Please read the following documents carefully.

- Quotation Schedule: This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- Statement of Fact: This is an outline of the information you have provided to BHIB and the insurer.
- Policy Summary: This provides an overview of the key aspects of the insurance policy.
- Policy Wording: This sets out the cover provided and the terms, conditions and exclusions which apply.
- Important Notices & Information Document: A summary of any important information regarding a Local Councils insurance policy.
- BHIB Cyber Policy Information: A summary of an additional Cyber Insurance policy BHIB can arrange for you.
- Terms of Business BHIB's Terms and Conditions, which explain how we will manage your policy.

Quotation details for any other insurance policies arranged through BHIB alongside your Local Councils Insurance will be issued under a separate communication.

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term

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for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.

- require cover against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- require cover for money which is lost or stolen.
- requires cover against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- Requires cover against libel and slander for certain events.
- require assistance with legal expenses incurred for certain events.

Our understanding of your insurance requirements in relation to the renewal is based upon the information that you have provided to us.

We have established your needs as detailed on the enclosed Local Councils Insurance Quotation Schedule and Statement of Fact. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from the BHIB.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Aviva Insurance that we have acted as your agent. We will also act as your agent in the event of a claim.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

Additional endorsements applied to your policy are listed below:

- [30] - Tree Felling and Lopping Cover
- [31] - Fly Tipping Cover
- [AMENDED] - Amended Policy Introduction
- [COVEX] - General Exclusions - Coronavirus
- [GDPRCLP] - Data Protection Act wording amendment (CLP)
- [GDPRELPL] - Data Protection Act wording amendment (EL/PL)
-

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[IL001] - Index Linking

- [KEYPERSONS] - Key Persons
- [SKATE] - Skate Park Endorsement

Full details of these endorsements can be found on the enclosed Policy Schedule. It is important that you read and understand these endorsements, exclusions, limitations and other conditions and warranties. Please contact the BHIB Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The Policy Wording will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A warranty is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A subjectivity is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An excess is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An exclusion is a clause in the policy that states which risks the insurance won't cover.

Important Information

Please refer to the enclosed *Important Information & Notices* document.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurer's assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director

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- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

This quotation includes your LCAS discount following you providing confirmation that you have a LCAS Award.

Secure Your Council Insurance Renewal for 3 Years and Reduce your Premium

You have the option to reduce your premium for the next three years, by agreeing to a Long-Term Undertaking (LTU) with Aviva Insurance. Doing so gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal. Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. Should you choose to enter the Long-Term Undertaking, you are making a commitment to maintain this insurance policy until the point of renewal in three years' time. This Long-Term Undertaking relates solely to this product and cannot be transferred to another policy or insurer.

Please contact the BHIB Councils Insurance Team for a reduced premium option.

Other Insurance Products

BHIB Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection AVAST Antivirus Pro Plus and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the BHIB Cyber for Councils policy, including:

- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the inception date.

Paying for Your Policy

Credit/Debit Card:	Please access our online BHIB Self Service Portal* or call BHIB on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: BHIB Ltd Account No.: 01100742 Sort Code: 56-00-60 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to BHIB Ltd and send to, BHIB Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.
Monthly Instalments:	You can spread the cost of your insurance premiums and pay one regular monthly payment by direct debit. If you choose this method, a premium loan credit application form will be emailed to you for completion and return to BHIB. It is important to decide which payment method you will use, in advance of the cover start date. If the instalments option is selected, please allow at least 7 working days from the date you send the completed loan application form to us, for the premium loan to be accepted and activated.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note BHIB is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Close Brothers Premium Finance (CBPF). BHIB Ltd is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Close Brothers Premium Finance (CBPF)
Loan Amount	£1,003.35
Interest Amount (6.75%)	£67.73
10 Monthly Instalments of	£107.11
Total Payable	£1,071.08
APR	17.48%
Instalment Term	10 Months
Policy Term	12 Months

The above table shows the premium which would be financed by Close Brothers Premium Finance, at a charge of 6.75% (Typical 17.48% APR variable).

Please refer to the enclosed Premium Finance Information Sheet for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours sincerely,

BHIB Councils Team
 Email: enquiries@bhibcouncils.co.uk
 Telephone: 0330 013 0036
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 Twitter: @bhibcouncils

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Private & Confidential

Mrs Emma Bambrook
 Goostrey Parish Council
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 Goostrey
 Crewe
 Cheshire
 CW4 8PE

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462 860

www.ajg.com/uk

20th February 2023

Dear Mrs Bambrook,

Insurance Policies: AJG Community Schemes,
Client Name: Goostrey Parish Council
Client Reference Number: 40554316
Effective Date: 01/04/2023

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£1,013.97	£121.68	£50.00	£1,185.65
Total		£1,013.97	£121.68	£50.00	£1,185.65

Long Term Agreement Option

In order to ensure rate stability, Goostrey Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,185.65. This means Goostrey Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.

- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Goostrey Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Goostrey Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

Please see the attached cover comparison which details a summary of the core covers automatically included with all Gallagher Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.

This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Removal of cover: cyber claims and losses - 6729.1
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0

- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Floating amount insured (Buildings) - 6351.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1

Key changes to your policy from renewal

Hiscox have made some important changes to your policy and documents. In respect of the policy sections Buildings, Contents, Property Away From The Premises and Business interruption, please note the Communicable Disease exclusion which has been added to the policy. For Business interruption, this restricts the types of diseases covered to Specified Diseases. In light of the current Covid -19 threat, note that this is not a Specified Disease.

Index linking is currently calculated at the rate shown in the attached Hiscox Insurance Company Limited schedule. Please contact a member of our team, should you not wish to index link your sums insured.

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) – Please refer to your invoice for details on how to pay by this method

Next Steps

In order to renew the policy for Goostrey Parish Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Goostrey Parish Council
3. Confirm that the policy for Goostrey Parish Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 1st April 2023
4. **It is essential that you confirm the insurer name, and whether you want to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).**
5. Pay for your policy by the renewal date 1st April 2023

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.



Insurance | Risk Management | Consulting

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



INSURANCE PROPOSAL
FOR
Goostrey Parish Council

Prepared by

Ms Briony Worth

20th February 2023

1. Introduction

We aim to bring you high quality insurance and excellent service at a good price.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

We are proposing Public Liability cover of £12 million for you.

Zurich are pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week, in the event that an accident or assault renders a member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing staff or volunteers specified by you.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager; no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so whatever may happen, you will have experts on your side.

- **A good price**

We are proposing premiums shown in the table below

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£887.99
3 Year	£817.38

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

Please note if you select a 3 year LTA you may choose to extend this for an additional 2 years at the same rates at any point during the 3 year contract.

You will judge whether this is a good price. We hope that we will save you money, and that you can invest this saving into your core activities.

In addition to these benefits, if you buy this policy you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that **you carefully read the attached document your “Local Council Policy Schedule”** and check that the facts we have about you are correct and that we have included all the covers that you want.

Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is **£887.99** (including taxes, based on a 1 year agreement).

This is made up of £792.85 for your policy, £95.14 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT.

This quotation is valid for 90 days from the quotation date shown on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. How to purchase this policy

If you would like to buy this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

7. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832116 or at briony.worth@uk.zurich.com

We hope that a combination of our council expertise, the price offered, and the service we provide will convince you to place your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Jodrell Side WI and Goostrey Arts Studio.
Goostrey.
5/2/2023

Emma Bambrook. Clark to the Parish Council.
The Parish Office,
Village Hall.
Goostrey

Coronation Wall Hanging.

Dear Emma,

Background.

To produce a wall hanging that celebrates the village and its landmarks in the year of the King's Coronation, a cross generational community project.

Concept.

The idea of the wall hanging is to create a map of the village that will stretch from the entry of the village at the station right down to the other end of the village. Historic houses and important landmarks will be selected to be produced by the WI and children from Goostrey Primary School will create additional elements to bring colour and life which will be trees, sheep, animals, roads, cars and people which they will make in a series of workshops at school led by Debbie Goldsmith and supported by WI volunteers.

Timescale.

This project will start once we have confirmation of funding and finishing sometime in the Autumn 2023 so it will be started and completed for the coronation year.

We are aiming to include GCPS' sister school from South Africa Elizabeth Fontaine School, whose children will be visiting in June and we are keen to also use designs from these children to include in the final piece. The WI are looking to supply over 100 hours of volunteer time to make the Wall Hanging.

National Volunteer Day in May.

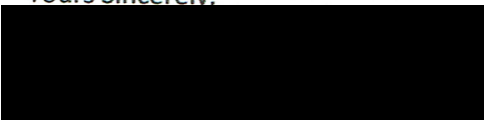
To get the community together during coronation week volunteer day, we will invite the wider community to work on the tapestry at the studio or in the village hall lounge.

Display,

On your advice we have consulted Miss Atkins regarding displaying the wall hanging in the village hall that is used by the school during the weekdays and by the community the remainder of the time. Miss Atkins is extremely supportive of the project and has given her permission for us to hang it in the main hall. Photographs and drawings from the project will go on display in the station platform display area and at Goostrey Art Studio. We have already been offered some funding from Crewe to Manchester and South East Manchester Community Rail Partnerships. This will probably go a long way to cover materials needed.

We wondered if the Parish Council would consider a donation to contribute to the installation materials and labour involved in hanging the completed work in the Village Hall. Together with advice as who should be employed for this installation.

Yours Sincerely,


Jean Webb, President.

**The Village Hall
Goostrey
Cheshire
CW4 8PE
01477 535825**

**Email: clerk@goostreyparishcouncil.gov.uk
Telephone: 01477 535825**

Grant Application Form

Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form, please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement for the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation Name: (If you are an individual applying on behalf of a group/organisation please include a letter of support from the group/organisation)	Forest Ave, Goostrey Garden Party to Celebrate King Charles III Coronation
Contact Name:	Pauline Whitehurst
Position in the Organisation:	Organiser
E-Mail Address:	[REDACTED]
Telephone Number:	[REDACTED]
Address:	[REDACTED]
Amount requested:	£100
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer)	Account Name: [REDACTED] Account Number: [REDACTED] Sort Code: [REDACTED] Or Payee Name:

Type of Organisation:	Neighbours.
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	To celebrate King Charles III Coronation
Membership - estimate numbers and area members are drawn from	Estimated 40 attending
Is membership restricted by any means	N/A
What age group will benefit from the funding	All ages
How will the grant be used?	To fund Catering etc.
How will the funding benefit the Goostrey community?	To bring Neighbours together
How do you plan to seek funding from other sources?	N/A
Have you submitted copies of quotations if necessary? (please attach these to the form)	N/A
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	N/A.

Signe 

Date: 15.2.2023

Print Name: PAULINE WHITEHURST



Goostrey Parish Council

*The Village Hall
Goostrey
Cheshire
CW4 8PE
01477 535825*

**Email: clerk@goostreyparishcouncil.gov.uk
Telephone: 01477 535825**

Grant Application Form

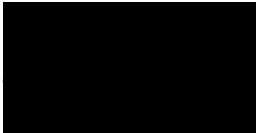
Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form, please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement for the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation Name: (If you are an individual applying on behalf of a group/organisation please include a letter of support from the group/organisation)	Goostrey Community Shed
Contact Name:	Paddy Fagan
Position in the Organisation:	Committee member
E-Mail Address:	[REDACTED]
Telephone Number:	[REDACTED]
Address:	[REDACTED]
Amount requested:	£1500
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer)	Account Name: Goostrey Community Shed Account Number: [REDACTED] Sort Code: [REDACTED] Or Payee Name:

Type of Organisation:	Community organisation
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	We provide a facility for retired, socially isolated, or lonely men, to meet and through craft skills establish new friends, develop social groups and enhance their mental well-being. Constitution attached
Membership - estimate numbers and area members are drawn from	We now have 20 regular members, with half a dozen occasional members. The area we draw from is Goostrey, Holmes Chapel, Sandbach and Knutsford.
Is membership restricted by any means	No
What age group will benefit from the funding	From 50 years of age plus.
How will the grant be used?	To fund new equipment. We are very keen to purchase a planer / thicknesser for wood.
How will the funding benefit the Goostrey community?	It will enable the members to continue to produce and restore items around the village. We have already made new church gates and are restoring the churchyard gates. We have other village projects in the pipeline.
How do you plan to seek funding from other sources?	We have already been successful in gaining funding from the National Lottery and a number of local companies. We have approx 6 live applications awaiting decisions.
Have you submitted copies of quotations if necessary? (please attach these to the form)	No, but a planer / thicknesser would cost approx £2500. If successful, the Parish Council money would go towards this.
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	Yes. Please see attached

Signed: 

Date: 20.2.23

Paddy Fagan

Print Name:

Title

This document details the Constitution of **Goostrey Community Shed** (hereinafter referred to as the "GCS Constitution")

Objectives

GCS is a not for profit organisation whose membership is open to the wider community regardless of race, gender or religion with the following objectives.

To provide a venue or organised recreational activities aimed particularly, though not exclusively, at men where individuals can meet and socialise in a relaxing atmosphere and through the medium of creativity rekindle and establish a new life focus and sense of purpose.

To promote knowledge sharing through craft and the opportunity to expand new friendships and build social groups leading to companionship, enhance self-esteem, confidence and reduced social isolation.

Function of the Management Committee members

The Management Committee members shall make such decisions, regulations and directions that are in the best interest of the development progression of GCS and the efficient running and conduct of the GCS.

Management Committee

The management committee will consist of those GCS members listed in the document "Committee Members."

The GCS Management Committee shall propose and elect by majority vote new members to the management committee and Honorary Committee members consisting of:

Chairperson,
Secretary,
Treasurer
Health & Safety member

Other Honorary Committee Members may be required from time to time to permit the smooth running of the GCS, and these may be formed or dissolved by majority vote at any meeting.

The Chairperson and other Honorary Committee members of the GCS shall hold office until the end of the GCS management meeting held in February each year at which point on majority vote they may be succeeded or re-elected.

Any GCS Management member may step down from their position or leave the Management committee at any time. Two weeks notification should be given to the secretary or Chairman. In which case, if required, a replacement will be proposed and elected by majority vote at an Extraordinary Management meeting,

Management Committee Meetings

Meetings will be held on the last Wednesday of each month unless arranged otherwise.

All meetings Monthly or Extraordinary shall be presided over by the Chairperson. If the Chairperson is not present, those present may elect one of their number to take the Chair.

If any votes are equal and tied the Chairperson of any meeting shall have a second or casting vote.

Minutes of all meetings shall be taken by the Secretary if available or Secretary elect if unavailable. The minutes will be issued to all GCS Management members within two weeks. These minutes will be agreed and signed off at the following management meeting.

An agenda will be provided to all members prior to the meeting by the Secretary , the previous minutes will act as a structure for this agenda any newly raised issues will fall under any other business (AOB).

The quorum of monthly Meetings shall be two Honorary Committee members and three committee members. One of which must be the Chair if available or chair Elect if unavailable,

Extraordinary General Meetings

Extraordinary General Meetings may be called at any time if felt reasonable by two Honorary Committee members should they feel GCS Management members need to vote on urgent matters. Where possible fourteen days notice of the meeting will be given to all GCS Management members

The quorum of Extraordinary Meetings shall be two Honorary Committee and four Committee members. One of which must be the Chair if available or chair Elect if unavailable,

Membership

Any person wishing to become an GCS member must apply to the committee in writing using the GCS application form.

The Committee Members reserve the right to refuse any application for membership.

Any member wishing to withdraw from membership must notify the management in writing. On receipt by the management committee they will cease to be a member any fees paid will not be reimbursed unless the management committee at their discretion deem otherwise.

The procedure for membership expulsion will be as per the GCS membership expulsion policy.

The membership fees will be reviewed and set at the Management Committee at their discretion.

Finance

Any money or property obtained by the Shed shall be used only for the benefit of the Shed and its members, and in the furtherance of its objective.

Any bank account opened for the Shed shall be in the name of the Shed and have three identified signatories from the Management Committee.

Any cheques shall be signed by the Treasurer and one other signatory identified on the account.

GCS Members shall not receive money from the Shed, except to reimburse reasonable out of pocket expenses upon provision of a receipt or supporting email to the Treasurer

A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Committee meeting.

Dissolution

The Shed may be wound up at any time if agreed by three-quarters of the GCS Management member present and voting at an Extraordinary General Meeting.

Thirty days notice from the date of payment of their last membership fee must be given to all members before dissolution is implemented.

In the event of dissolution, any surplus assets will be sold off at auction at the discretion of the management committee and all funds donated to a charity selected by the committee.

Indemnity

The Shed shall indemnify and keep indemnified every officer, member and volunteer from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith and arising therefrom) made or brought against the Shed in connection with its activities, the actions of its Management, members or volunteers, or in connection with its property and equipment. This indemnity shall not extend to wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member or volunteer sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.

	<u>SIGNED BY:</u>	<u>NAME:</u>	<u>DATE:</u>
(Chairperson)	_____	Lynton Weeks	_____
(Treasurer)	_____	Colin Mottershead	_____
(Secretary)	_____	Brian Williams	_____
Health & Safety	_____	Malcolm Thomas	_____

Committee Members

Honorary Committee Members (Current)

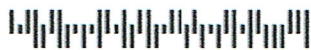
	<u>Name</u>	<u>Elected</u>
• Chair	Lynton Weeks	22/10/2021
• Treasurer	Colin Mottershead	28/07/2021
• Secretary	Brian Williams	02/08/2021
• Health & Safety	Malcolm Thomas	11/10/2021

Committee Members

<u>Name</u>	<u>Joined</u>
• Ian Burgess	28/07/2021
• Paddy Fagan	28/07/2021
• John Kerwin	28/07/2021
• Collin Mottershead	28/07/2021
• Tony Taylor	28/07/2021
• Malcolm Thomas	28/07/2021
• Lynton Weeks	28/07/2021
• Brian Williams	28/07/2021

Your Statement

The Treasurer
 Goostrey Community Shed



Account Summary

Opening Balance	2,220.14
Payments In	260.00
Payments Out	1,121.34
Closing Balance	1,358.80

4 November to 3 December 2022

International Bank Account Number

GB25HBUK40350721554328

Branch Identifier Code

HBUKGB4147G

Account Name

Goostrey Community Shed

Sortcode

40-35-07

Account Number Sheet Number

21554328 152

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
03 Nov 22	BALANCE BROUGHT FORWARD			2,220.14
05 Nov 22	BP Lynton Weeks Tools	129.91		
	BP Colin Mottershead Plywood	18.97		
	BP Colin Mottershead Door bolt and hand	10.00		2,061.26
17 Nov 22	CR WEEKS LW NOV/DEC FEED		40.00	2,101.26
20 Nov 22	BP Lynton Weeks Dust Gate Maintain	457.47		
	BP Colin Mottershead Air filter	149.99		1,493.80
21 Nov 22	CR H BURGESS BURGESS		20.00	1,513.80
23 Nov 22	BP Colin Mottershead Ray cash	300.00		
	BP Colin Mottershead Cash for kitty	50.00		1,163.80
24 Nov 22	DR TOTAL CHARGES TO 02NOV2022	5.00		1,158.80
29 Nov 22	CR FRANCES MCAULEY Rob McAuley		20.00	1,178.80
30 Nov 22	CR THOMAS MV + SA SHED		20.00	1,198.80
01 Dec 22	CR GEORGE ROBEY GRobey subs		20.00	
	BALANCE CARRIED FORWARD			1,218.80

4 November to 3 December 2022

Your Statement

Account Name
 Goostrey Community Shed

Sortcode 40-35-07 **Account Number** 21554328 **Sheet Number** 153

Your Charitable Bank Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			1,218.80
CR	MONTHLY SUBS KERWIN J E		20.00	
CR	DAVE PARK PARK&PARK		20.00	
CR	MEN IN SHEDS FAGAN P R F		20.00	
CR	STIEGLER A M CCA STIEGLER		20.00	
CR	COLIN MOTTERSHEAD Colin Mottershead		20.00	
CR	VENABLES J T & J JT		20.00	
BP	TINDALL L&L Les Tindall subs		20.00	1,358.80
03 Dec 22	BALANCE CARRIED FORWARD			1,358.80

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%



Policy on Zero Tolerance

REVISION DATE

February 2024

REPLACES POLICY

New

1. INTRODUCTION

Goostrey Parish Council ("Council") will treat everyone with respect and courtesy and asks that members of the public treat councillors, staff and volunteers in the same manner. The council acknowledges that in the course of carrying out its duties, the clerk and councillors may be confronted by aggressive or violent behaviour from members of the public. Whilst it is acknowledged that such incidents may arise, the council affirms that such behaviour is wholly unacceptable and will not be tolerated.

2. SCOPE

This policy covers anyone involved in working, volunteering or representing the Parish Council.

3. AIM

To provide an appropriate and consistent approach to dealing with abuse, aggression or threats.

4. DEFINITION AND LIMITATIONS

The Parish Council is not prepared to tolerate abuse, aggression or threats made in person, over the telephone or in written communication, including on social media.

Although not an exhaustive list, the Parish Council considers threatening behaviour to include:

- Attempted or actual aggressive, threatening or physical actions made towards any councillor, member of staff or volunteer.
- The use of aggressive, threatening or abusive language, (including raising of the voice, swearing, shouting or written) which threatens or intimidates councillors, staff or volunteers.

This policy applies throughout all council meetings, but it also applies to any councillor, staff member or volunteer away from council meetings but only in so far as it relates to the business of the Parish Council.

5. REPORTING AND MONITORING

Any incident or threat of abuse or aggression whether made in person, over the telephone or in written communication, including on social media will be recorded in an Incident Log.

The Parish Council reserves the right to remove any offender from council meetings and cease all contact with them with immediate effect.

The Parish Council reserves the right to cease all contact with any offender where the incident takes place away from council meetings.

In this situation the offender will be notified either verbally or in writing that their conduct is not acceptable and that the details of the incident have been logged. It will be stated that only acceptable written correspondence, either by post or email will be permitted in the future from them.

Where appropriate, the council will consider reporting the incident or series of incidents to the Police.

POLICY APPROVAL

Council Minute ITEM XX.XX.XX – Zero Tolerance Policy

POLICY REVIEW DUE

This policy will be reviewed annually or earlier if regular or serious incidents require that the policy needs to be revised.